

**TOWN OF VIENNA, VIRGINIA  
JOB DESCRIPTION**

**JOB TITLE: HORTICULTURIST/ARBORIST  
PARKS MAINTENANCE DIVISION  
PARKS AND RECREATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs skilled and semi-skilled landscaping and general grounds keeping work in the design and maintenance of Town property and public right-of-ways. Work involves planning and/or maintaining flower and shrub beds on Town property including buying and/or growing plant material, planting and maintaining plant material, and the design, construction, and maintenance of the physical beds such as landscape timbers, rock walls, etc.; maintaining and planting trees on Town property such as street trees, park trees, various right-of-way trees, including tree pruning and removal either in house or contractual, tree purchase, tree planting either in house or contractual, and fertilization; and consulting with residents regarding their requests or question about Town trees or private trees concerning pest problems or proper tree care.. Reports to the Director of Parks and Recreation.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Maintains Town flowerbeds around municipal buildings, public gardens, streets, median strips, municipal parks, and miscellaneous locations.

Purchases bedding plants or seed.

Sows seed; pots seedlings when ready; maintains potted plants in greenhouse until planting time.

Maintains the greenhouse in good working condition including ordering materials and constructing greenhouse.

Plants beds with plants purchase or grown in house; maintains beds such as weeding, watering, cleaning, etc. seasonally.

Orders and plants spring bulbs such as tulips and daffodils.

Maintains irrigation system in beds where located.

## **HORTICULTURIST/ARBORIST**

Constructs, renovates, or re-designs flower beds such as replacing, landscaping timbers, constructing new beds with timbers or stone, etc.

Maintains trees on Town property.

Inspects physical condition of trees.

Prunes or removes Town trees as necessary which done in house using Town bucket truck where necessary or contracted.

Schedules and supervises work done by contractor including stump removal (grinding).

Cleans up stump grinding material; fills holes; sows grass seed where necessary.

Purchases and plants trees.

Waters newly planted trees during first growing season.

Shapes trees by pruning during their first three to ten years to ensure proper growth habit.

Fertilizes tree during third to fourth year of growth.

Maintains log of tree removals and planting, and stumps ground.

Responds to residents' inquiries concerning turn trees adjacent to their property.

Responds to residents' questions regarding the health and/or cure of their own trees.

Trains and instructs crewmembers in proper horticultural and arborist techniques.

Supervises crew on all tasks.

Receives and/or reviews various records and reports such as instructions from supervisor, visual information, verbal information from crewmembers, professional information from journals, and verbal instructions from residents.

Prepares and/or processes various records and reports such as verbal instructions to crew, written reports, emails, employee evaluations, and verbal/written instructions with contractors.

Refers to Town policies and procedures, professional journals, Internet, procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as pick up truck, dump truck, bucket truck, chipper, bobcat, small loader, computer, printer, etc.

Uses a variety of tools such as hand chippers, chain saws, pole saws, power hedge shears and weed wacker, manual pole saw, pole pruner, shovels, picks, trowel, etc.; a variety of supplies such as seed and bulbs, pesticides, trees and shrubs, mulch soil, soil ground nets, general office supplies, etc.; and a variety of computer software such as Microsoft Windows, Horticupia, etc.

## **HORTICULTURIST/ARBORIST**

Interacts and communicates with various groups and individuals such as the Director of Parks and Recreation, crewmembers, other Town employees, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs general administrative / clerical work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, copying documents, compiling data for reports, etc.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in turf and landscape management or related field and three to four years of experience in labor-intensive maintenance work; or any combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must be a certified Arborist and Pesticide Applicator. Must have a valid State driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including tractors, lawn mowers, welders, rakes, and power and hand tools etc. Must be able to exert up to 80 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of records, work orders, diagrams, work orders, etc. Requires the ability to prepare work orders, records, reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions to deal with problems involving a few concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

## **HORTICULTURIST/ARBORIST**

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the method, procedures and policies of the Parks Maintenance Division of the Parks and Recreation Department as they pertain to the performance of duties of the Horticulturist/Arborist. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the current literature, trends, and developments in the field of horticulture. Has considerable knowledge of grounds keeping practices and procedures. Has considerable knowledge of pruning, spraying, and trimming requirements of shrubs and trees. Has considerable knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used. Has working knowledge of construction techniques involved with the actual erection and maintenance of buildings and other structures. Has some knowledge of the maintenance and repair of small gasoline engines. Has considerable knowledge of and is able to use equipment, materials, and tools used in the construction and maintenance of landscaping. Is skilled in the use of mowers, sowers, pruners, and other landscaping maintenance equipment and tools. Is able to help ensure compliance with all laws and regulations and control the activities of the division through effective supervision. Is able to use independent judgment and discretion as necessary in the performance of daily routine and non-routine situations including the supervision of subordinates, handling difficult situations, etc. Is able to oversee and inspect the work of subordinates to ensure safe and proper completion of assignments. Is able to maintain records and reports. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to prepare required records with accuracy and in a timely manner. Is able to perform strenuous work under varying weather conditions. Is able to understand and follow oral instructions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

## HORTICULTURIST/ARBORIST

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

## HORTICULTURIST/ARBORIST

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Strives to see that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, coordinates and uses information effectively in order to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve the goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes work and that of subordinate staff well. Ensures that personnel understand what results are expected of them and that each are regularly and appropriately informed of all matters affecting them and/or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of division personnel under charge, ensuring their induction, orientation and training.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards employees under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of established goals and objectives.

**Controlling:** Provides a work environment that is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns additional duties as necessary and/or appropriate in order to meet goals, enhance the abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

## **HORTICULTURIST/ARBORIST**

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies and routinely reviews policies to ensure that any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.